

MAR 11 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Logistics Office Table of Organization

REFERENCES: (Attached as Tabs)

- Tab 1 - Staff Study, O&M Service, undated, recommending reorganization of Procurement and Supply office, with concurrence of Chief, P&SO.
- Tab 2 - Comments, Comptroller, 26 February 1953.
- Tab 3 - Machine Listing of proposed T/O as approved by Personnel Office and concurred in by P&SO.

1. Tab 1 consists of the staff study of the Organization and Methods Service which presents the recommended mission, functions, organization, and personnel requirements of the Procurement and Supply Office (to be redesignated as the Logistics Office). Procurement and Supply participated to a substantial degree in the development of the proposal, and it has the concurrence of the Chief, P&SO. In summary, the study sets forth the following recommendations:

a. The Procurement and Supply Office be redesignated as the Logistics Office.

b. The present organizational structure be amplified by:

(1) addition of an Inspection and Review Staff to perform program evaluation and inspection services throughout the office and including inspection of overseas logistical activities.

(2) addition of a Special Staff to be responsible for planning, policy recommendation, and high-level liaison responsibilities as assigned by the Chief, Logistics Office, and,

(3) the superimposition of a supervisory organizational level between the Office of the Chief, Logistics Office, and the Operating Divisions, to be designated as the Assistant for Operations, staff to consist of four (4) positions.

c. Redesignation of the Planning Staff as the Coordination and Requirements Staff and reinforcement of this activity by an increase in T/O from [redacted] positions.

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d. Redesignation of the Purchase Division as the Procurement Division.

e. The authorized Office T/O be raised from [ ] positions in accordance with the [ ] T/O and ceiling authorization of 17 January 1953.

Tab 1 also contains the concurrences of Training Office and Inspection and Security Office with respect to the functions proposed by P&SO in connection with administrative support activities. Concurrence of General Services Office with regard to availability of space for the expanded personnel ceiling is likewise included therein.

2. In Tab 2, the Comptroller comments that proposed increases in Procurement and Supply Office appear inconsistent with current requirements of other DD/A offices. In connection with the proposed increase for Coordination and Requirements Staff, the Comptroller indicates the apparent overlap of functions between P&SO and "various area line divisions", and questions the advisability of increasing the C&R Staff T/O to the extent proposed. By comparison with latest P&SO budget estimates (CIA Notice [ ] for FY 1953 and FY 1954, budgetary requirements based upon this T/O proposal represent an average increase of \$505 per position for FY 1953 and \$418 per position for FY 1954. The average annual salary for the proposed T/O is \$4610. On this basis, the Comptroller points out that additional funds may have to be requested from the Budget Bureau for FY 1954 if the proposed T/O is approved. Additionally, the Comptroller raises doubt as to whether the proposed T/O could be staffed during FY 1953 or 1954, citing a current net accession rate of one person per month.

3. Tab 3 consists of a machine listing of the [ ] positions with titles and grades as approved by this Office. It will be noted that a few minor organizational changes not included in the original proposal, Tab 1, have been made during the course of discussion of the proposal by this Office, O&M Service, and P&SO. These consist principally of transfer of individual positions between units within a Division, and have been verbally approved by O&M Service. In connection with the grade levels of positions proposed by Procurement and Supply Office, this Office concurs in P&SO's recommendation on [ ] positions are being revised downward with P&SO concurrence, [ ] positions (mostly Laborers and Guards) are being revised upward, [ ] positions are to be placed under a different salary schedule (GS or CPC to Wage Board, etc.), [ ] positions are substitutions for positions originally proposed; and finally, in the case of [ ] positions, no agreement was reached between P&SO and this Office during the time allotted to T/O discussions. The latter positions are being placed on the Table of Organization with dual grades, with the understanding that they will be encumbered only at the lower of the grades listed, and with Classification and Wage Division to make a detailed and expeditious review to establish firm classifications. It will be noted that the grade levels approved for a large number of positions were based on projected duties and programs set forth by P&SO rather than on duties which are actually being performed. Whether such assignments materialize

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as projected can of course only be determined upon review at a later date. Accordingly, it is anticipated that certain of the positions may have to be further adjusted at such time in the future that a comprehensive grade validation study is practicable.

Of the above, positions asterisked have previously received favorable recommendation of the Super-Grade Review Board at the level indicated. Positions of Chief, Supply Division, and Chief, Coord. & Requirements Staff (then Planning Staff) were not favorably considered by the Review Board in December, 1952; the position of Chief, Special Staff has not been previously nominated for super-grade consideration. Accordingly, all above positions are proposed to appear at this time on the new T/O at the grade 15 level except the Chief, Logistics Office, which is currently approved at GS-17. Any subsequent changes will be predicated upon action by the DCI on positions currently approved by the Review Board, or upon submission or resubmission to the Review Board and DCI of the positions not currently recommended or not previously considered.

5. In the opinion of this Office, the proposed organization appears to provide a rather unwieldy staff structure, encompassing [ ] positions in the Office of the Chief, Logistics Office, and his immediate staffs, plus [ ] positions in the Coordination and Requirements Staff, the latter being a combination operating-staff organization. In addition, most Divisions, particularly the Supply Division, have proposed positions the primary responsibility of which will be the rendering of staff supervision to operating units, particularly those located outside the departmental area. This proposed organization would seem to relegate the operating Division Chiefs to a somewhat obscure position in terms of participation in logistical activities outside the realm of their immediate day to day operating responsibility. However, discussions with Procurement and Supply officials as well as O&M Service representatives indicates that they consider the proposed structure essential - for the immediate future at least - in consideration of the large amount of special liaison with other agencies, the necessity for inspecting all logistical operations, their responsibility for providing staff advice to logistical units of the DD/P area, and their desire to centralize administrative support activities to a greater degree at the Office level. In the latter case, certain offices concerned, namely, Training and Inspection and Security have agreed (Tab 1 concurrences) as to the validity of the respective administrative functions to be performed at the Logistics Office level. With respect to the function and operating responsibility of the Coordination and Requirements Staff [ ] positions), difficulty in resolving the line of demarcation of responsibility between

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this Staff and the various logistical planning activities of Departmental DE/P area positions has existed for some time and is not clarified in the presentation. For example, in connection with development of logistical annexes for projects, the Logistics Office "Area Coordinators (Assigned to Area Division as may be necessary) either compile the annex, working with the Area Division, from basic factors or furnish advice and assistance to area personnel". Inasmuch as the DE/P logistical activity in the Area Divisions and DE Staff is staffed by a T/O in excess of ☐ departmental positions, including several at the GS-14 and 15 levels, further study will have to be made by this Office to determine exactly what positions in DE/P or Logistics Office have actual responsibility for the logistical planning function and to assign proper grades accordingly.

6. With regard to the Comptroller's comments on prospects for staffing the proposed T/O, the Personnel Office believes that substantially full staffing can be accomplished during FY 1954 providing satisfactory job requirements can be ascertained at an early date. Currently, approximately ☐ personnel are being processed against vacancies in the approved T/O.

7. Except for the Passenger Movement Branch of the Transportation Division, it is recommended that the T/O for Logistics Office be established as listed in Tab 3. With respect to the Passenger Movement Branch, this Office is submitting a recommendation that the DE/P T/O and functions be transferred to the Personnel Office. With respect to the remainder of the proposed organization of the Logistics Office, this Office is of the opinion, as pointed out above, that certain parts of the proposed organization are unneeded and duplicating. It appears that the present strength authorization is out of balance with other support organizations of the DE/A complex. Presumably, the Logistics Office will be called upon to support the same CIA operations as will the Personnel Office, the Comptroller, and others. We believe that the staffing development of the Logistics Office should be scrutinized fully by the OAM Service to assure that over-estimating of personnel requirements is avoided.

L. H. H. MORRIS, JR.  
Assistant Director (Personnel)

3 Attachments  
As stated

Action by Approving Authority:

Date 27 March 1953  
T/O & Ceiling Approved (Disapproved),  
exceptions, if any

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*Asst. Deputy Director (Administration)*  
*151 R. K. White*

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